

## LIBRARY AND ARCHIVES EMERGENCY PROCEDURES FOR EMPLOYEES

**Emergency Alert Number  
Extension 0**

### **FIRE**

1. Alert others by shouting to those in your immediate area.
2. If more than one person is in the area:
  - A. One must call **EMERGENCY ALERT NUMBER Extension 0** to report the situation, and remain on the phone if requested.
  - B. Another should locate a fire extinguisher and attempt to put out the fire.
  - C. *If you are alone*, you must decide which to do first: A or B, depending upon the situation or the extent of the fire.  
**IMPORTANT:** If you extinguish the fire on your own, or with others, you must call **EMERGENCY ALERT NUMBER Extension 0** to report the incident to the Frankfort Fire Department.
  - D. If instructed to evacuate the building, please close all fire doors and leave the building by your designated evacuation route (see map), or as directed.
  - E. Exit only by stairwells; elevators will be reserved for disabled employees and fire department personnel only.
  - F. Disabled persons will be assisted by designated volunteers.

### **BUILDING EVACUATION**

If you are instructed to evacuate:

- Move to the exit designated for your use.
- Remain calm; help others as needed.
- Enter EXIT stairwells or stairs and move toward the outside wall. Gradually merge to the inside to allow persons to enter at the next level down.
- Do not try to move UP the stairwell or return to your area for any reason
- Exit only by stairwells; elevators will be reserved for disabled employees and fire department personnel only.
- Move out and away from the building to your assembly area and keep a minimum of 300 feet away from the building. (See map for safe assembly area.)
- Do not return to the building until you are given the ALL CLEAR announcement. DO NOT leave assembly areas unless you are authorized to do so.
- Be alert for emergency vehicles.

## MEDICAL

If illness or injury occurs in your area:

1. Render whatever aid of which you are capable, moving the patient as little as possible.
2. Call **9-9-911** and state the problem, whether an ambulance is needed, and be as specific as possible about the problem and the location of the person needing assistance. Stay on the phone if requested. Be prepared to meet emergency personnel at your floor.
3. Protect the injured or ill person from on-lookers.
4. If you have called **9-9-911**, please contact **EMERGENCY ALERT NUMBER Extension 0** for assistance in directing emergency personnel to your area.

## SEVERE WEATHER

- Call **EMERGENCY ALERT NUMBER Extension 0** if you believe you have information that is not known to state officials. Report facts as you know them. Stay on the line if requested.
- The Kentucky Division of Emergency Management monitors weather conditions and any information that would pose a threat to employees is communicated through the government warning system to state government offices with these capabilities.
- If you receive a tornado warning, please seek shelter in the areas of the ground floor designated as TORNADO SHELTER AREA.

## EARTHQUAKE

1. Keep calm. Don't run or panic. Remain where you are.
2. If indoors, stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay near the center of the building. Stay away from windows and outside doors.
3. If outside, stay in the open away from buildings and utility wires.
4. Do not attempt to leave building unless instructed.
5. Do not use candles, matches, or other open flames.
6. If in a moving car, stop, but stay inside.

## **BOMB OR OTHER SECURITY THREATS**

1. If you receive a threat by telephone, try to obtain the maximum information from the caller, and keep the caller on the line as long as possible. Refer to the threat checklist accompanying this information, which provides for the type of questions and other information you should seek from the caller.
2. Immediately report the threat to the **EMERGENCY ALERT NUMBER Extension 0** and remain on the line for instructions.
3. Do not attempt to leave the building or make any decisions concerning a threat without specific instructions from personnel at the **EMERGENCY ALERT NUMBER Extension 0**.
4. You may be asked if you see or notice anything or any object that is unusual or out of place in your area. If you see anything of this nature, do not disturb the item and immediately call **EMERGENCY ALERT NUMBER Extension 0**.
5. A decision will be made upon the information provided. If an evacuation is ordered, follow instructions closely and leave the building using the designated evacuation route.

## **WORKPLACE VIOLENCE**

- **The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Facilities Security.**
- **This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.**
- **It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Facilities security at 9-695-6380.**
- **All threatening incidents will be investigated by management and documented in personnel files.**
- **A sample violence documentation form is enclosed for your convenience. If the need occurs please use it.**
- **Call EXTENSION –O and/or Facilities Security at 9-695-6380 if assistance is needed.**

**Report all other incidents to EXTENSION-0 that are not covered in these procedures.**

**If you have questions please contact the EMERGENCY NUMBER OR Ron Hacker at 564-3000 x 233.**

### SAMPLE VIOLENCE DOCUMENTATION FORM

<b>Date/Time of Incident:</b>	<b>Date/Time Reported:</b>
<b>Reported to:</b>	<b>Reported by:</b>
<b>Location:</b>	<b>Type of Incident:</b>
<b>Perpetrator:</b>	<b>Victim:</b>
<b>Witnesses:</b>	
<b>Describe the incident:</b>	
<b>List actions taken in response:</b>	

**Report Prepared by:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_



**Facilities Management  
Check Sheet for Telephoned Bomb Threat**

Exact wording of threat \_\_\_\_\_

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(Ask caller to repeat statement) \_\_\_\_\_

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Did caller say anything beyond issuing a threat? If so, what else was said?

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Was the caller      ☐ male                      ☐ female                      ☐ youth

Describe any accent, voice or breath characteristics, speech impediments, intonation

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Was the caller      ☐ nervous                      ☐ calm                      ☐ angry

Describe any background noise \_\_\_\_\_

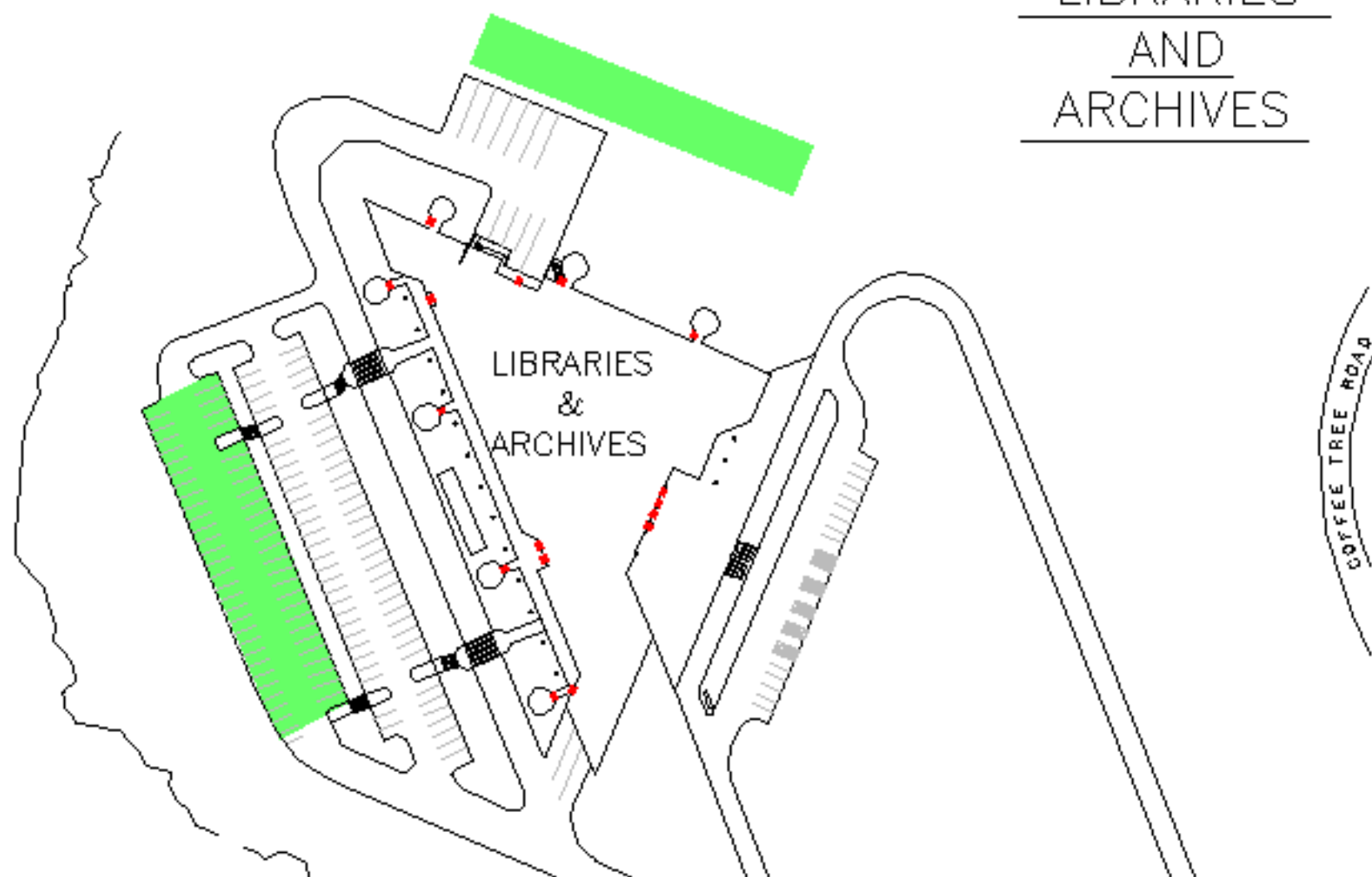
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Time/date of call \_\_\_\_\_ Person taking call \_\_\_\_\_

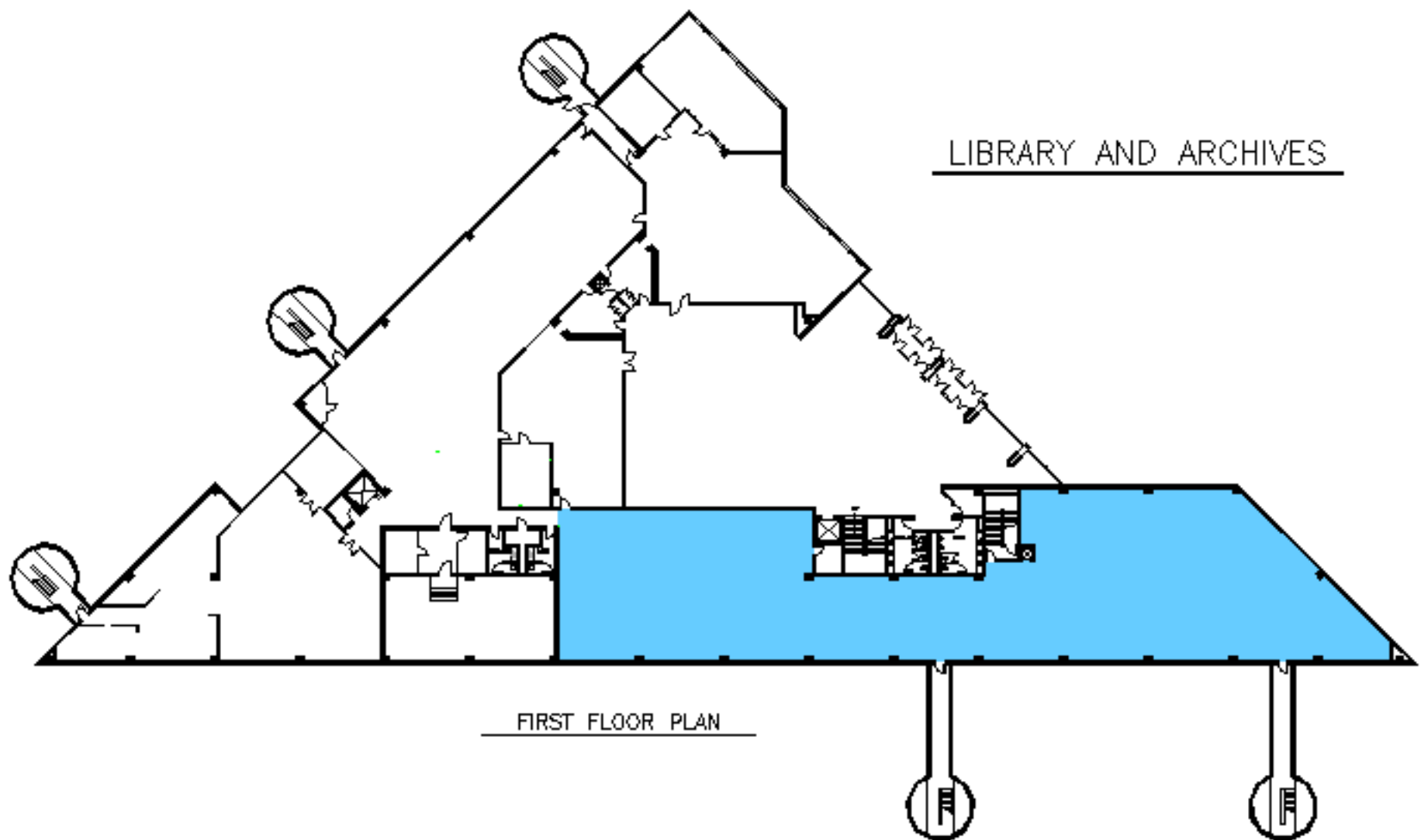
Report immediately to \_\_\_\_\_

LIBRARIES  
AND  
ARCHIVES



■ EXITS

■ **SAFE ASSEMBLY AREA**



 **TORNADO SHELTER AREA**